

# RFQ Recreation and Public Access Master Plan

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## REQUEST FOR QUALIFICATIONS PROFESSIONAL SERVICES

### 1) PURPOSE OF REQUEST

- i) The County of Teton in the State of Idaho ("County"), in conjunction with the Cities of Driggs and Victor, is soliciting responses to this Request for Qualifications (RFQ). This response or Statements of Qualifications (SOQ) and performance data from consulting/professional firms will be in connection with performing professional consulting services for the Teton County Recreation and Public Access Master Plan (pursuant to Title 67-2320).

### 2) TIME SCHEDULE

- i) The County will use the following timetable:
  - (a) Issue RFQ 05/29/2013
  - (b) Deadline for Submittal of Responses to RFQ: **06/21/2013, 4:30pm**, no late responses will be accepted

### 3) INSTRUCTIONS TO RESPONDERS

- i) All responses shall be sent to:
  - Angie Rutherford
  - Teton County Planning & Zoning
  - 150 Courthouse Drive, Room 107
  - Driggs, ID 83422
  - (208) 354-2593
- ii) Please place one (1) copy of your SOQ in a sealed envelope and clearly label "Statement of Qualification for Professional Services" and the name of the respondent. A digital copy must be received in the Teton County Planning office by 4:30pm on Friday, June 21. This copy may be emailed to [arutherford@co.teton.id.us](mailto:arutherford@co.teton.id.us), or sent with the paper copy. No late responses will be accepted.
- iii) Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Use of both sides of paper sheets for any submittals to the County is desirable whenever practicable.
- iv) An authorized representative of the firm must complete and sign at least one (1) original of its SOQ, certifying the truth of the statements and representations made in the SOQ. This can be addressed in the cover letter.
- v) Any questions concerning the County's RFQ process shall be directed to Angie Rutherford, County Planner at (208) 354-2593 ext. 204 or emailed to [arutherford@co.teton.id.us](mailto:arutherford@co.teton.id.us).
- vi) Required information: To be selected, a SOQ must demonstrate that the Respondent is highly qualified and experienced to perform the Services. The SOQ should

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emphasize the Respondent's qualifications and experience regarding all aspects of the Services, including familiarity with Teton County, ID. At a minimum, all of the following information **MUST** be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the SOQ.

- (1) **Cover Letter:** letter should introduce your firm, identify the single point of contact, and provide a contact telephone number, email address and address. This letter should include a statement committing the personnel and resources identified in the proposer's submittal. Indicate the availability of your firm to start on this project and the capacity to complete the job in a timely manner. It should also include:
  - (a) Full, correct legal name and type of business entity
  - (b) Address (street and mailing)
  - (c) Name of respondent's representative for purposes of notice or other communications regarding the RFQ
  - (d) Telephone, facsimile numbers and email addresses of the office and the representative.
- (2) **Team Experience:** Describe your firm's experience. Experience should demonstrate recent work with recreation master planning in small communities with multiple jurisdictions and limited funding sources.
- (3) **Key Personnel and Qualifications:** Provide an organizational chart identifying the roles and locations of team members. For key personnel, describe each person's role and duties. Include a brief summary of experience and qualifications as it relates to this project. Include Idaho professional registration/certifications where applicable.
- (4) **Familiarity with Teton Valley:** Describe your experience working in Teton Valley, or communities similar to Teton Valley. Describe your familiarity working with issues similar to those faced by the community and with the community planning process.
- (5) **Project List:** Provide a list of at least three relevant projects your firm has completed.
- (6) **References:** Provide a list of at least three references that can be called regarding the firm's past performance, preferably on similar projects. Include names and telephone numbers of all references.

#### 4) SELECTION CRITERIA

- a) A scoring committee will consist of representatives from Teton County, the City of Driggs and the City of Victor and others. Each component of the qualifications package will be evaluated based on the information in the Scoring Table:

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SCORING TABLE				
Criteria	Available Score	Weight	Score	Weighted Score*
Introductory Letter	1 = complies with req. 0 = does not comply	5%		
Team Experience	1 to 10, where 10 is highest score	25%		
Key Personnel and Qualifications	1 to 10, where 10 is highest score	20%		
Familiarity with Teton County, ID	1 to 10, where 10 is highest score	20%		
Project List	1 to 10, where 10 is highest score	15%		
References	1 = complies with req. 0 = does not comply	15%		
Total:				

\*To get weighted score, multiply score by weight. Example: if score is 7 for 15% = 105  
All totals from each committee member will be summed for a final score for each respondent.

### 5) TERMS AND CONDITIONS

- The County reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ responses.
- The opening of any RFQ response does not constitute acceptance of such respondent as a responsible, qualified respondent.
- The County reserves the right to request clarification of information submitted, and to request additional information from any respondent.
- The County reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the County specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required by this RFQ or if the Statement of Qualifications is in any way incomplete or irregular.
- The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- The County encourages minority and women-owned firms to submit qualifications consistent with the County's policy to ensure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

### 6) PROPOSED SCOPE OF SERVICES

The awarded consultant will be responsible for the research and development of a Recreation and Public Access Master Plan (the Plan) for Teton County.

Four specific focus areas should be addressed:

1. An inventory of existing facilities, programs and services. (15%)

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2. An assessment of future recreation needs. (30%)
3. An analysis of feasibility and funding mechanisms for new facilities that have a demonstrated need and community desire. (40%)
4. Identification and a resolution framework for major recreation issues specific to Teton County, ID. (15%)

The Plan must include the entire geographic area of Teton County, but will not address federal lands outside of access and the suitability of access points, current and future.

The plan will address facilities and the capital and maintenance expenses of facilities as well as services such as youth sports leagues. The plan must coordinate with all jurisdictions and evaluate how all jurisdictions can work together to maximize the effectiveness of a recreation master plan.

The awarded consultant will be required to work closely with the county planning staff and a citizens' advisory committee that will be established. The project should be thorough, but efficient and done as quickly as possible without sacrificing quality.

### **7) FIRM SELECTION PROCESS**

The County will use the following selection process:

- a) Rank RFQ submissions
- b) Request proposals from short-listed consultants, if needed
- c) Rank received Proposals, if received
- d) Negotiate scope of work and contract with highest ranked consultant and with next highest ranked if negotiation is unsuccessful. Final approval of any selected consultant is subject to the action of the Board of County Commissioners.

### **8) PUBLICATION**

- a) Notice of this RFQ will be published for two weeks, June 6 and June 13, in the Teton Valley News, the newspaper of record.